FATALITY MANAGEMENT MORGUE ADMITTING SPECIALIST (NQS)

RESOURCE CATEGORY	Medical and Public Health
RESOURCE KIND	Personnel
OVERALL FUNCTION	The Fatality Management (FM) Morgue Admitting Specialist processes human remains entering the morgue
COMPOSITION AND ORDERING SPECIFICATIONS	1. This position can be ordered as a single resource. 2. This position can be ordered with a NIMS typed unit (Fatality Management Morgue Processing Unit). 3. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment 4. Requestor specifies if hazardous materials are present in the operating area; provider ensures that individuals hold certifications required by applicable laws and regulations to operate in environments where hazardous materials are present

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

COMPONENT	SINGLE TYPE	NOTES
DESCRIPTION	The FM Morgue Admitting Specialist: 1. Processes human remains entering the morgue 2. Serves as leader for admitting and escort staff 3. Receives instructions from FM Morgue Processing Unit Leader about duties and procedures 4. Issues a morgue reference number (MRN) and assigns FM Morgue Escort to physically move each set of human remains through the appropriate morgue stations 5. Ensures proper documentation of every set of human remains processed from initial receipt from the field through final release to funeral service providers 6. Maintains security and control over logbooks or case file folders as directed 7. Reports directly to the FM Morgue Processing Unit Leader	Not Specified
EDUCATION	High school diploma or equivalent	Not Specified
TRAINING	Completion of the following: 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-700: National Incident Management System, An Introduction	Not Specified

COMPONENT	SINGLE TYPE	NOTES
EXPERIENCE	Knowledge, Skills, and Abilities: Intermediate computer skills, including e-mail, internet, word processing, and spreadsheet proficiency Experience: 1. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the National Incident Management System (NIMS) Fatality Management Morgue Admitting Specialist, or equivalent Authority Having Jurisdiction (AHJ) documentation 2. Body processing or investigative experience in a medical examiner's office, coroner system, law enforcement agency, mortuary, or other forensic-related career environment	Not Specified
PHYSICAL/MEDICAL FITNESS	1. Arduous 2. Performs duties with exposure to whole and fragmented human remains in various stages of decomposition 3. Performs duties with sights and smells associated with death, including encountering child victims, grieving survivors, and family members of missing victims 4. Maintains immunizations in accordance with the U.S. Department of Health and Human Services Centers for Disease Control and Prevention's (CDC) recommended immunization schedule	The NIMS Guideline for the NQS defines Physical/Medical Fitness levels for NQS positions.
CURRENCY	Functions in this position during an operational incident, planned event, exercise, drill, or simulation at least once every two years	Not Specified
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Specified

NOTES

Nationally typed resources represent the minimum criteria for the associated category.

REFERENCES

1. FEMA, NIMS 508: Fatality Management Morgue Processing Unit
2. FEMA, NIMS 509: Fatality Management Morgue Processing Unit Leader
3. FEMA, NIMS 509: Fatality Management Morgue Escort
4. FEMA, Position Task Book for Fatality Management Morgue Admitting Specialist, latest edition adopted
5. FEMA, National Incident Management System (NIMS), October 2017
6. FEMA, NIMS Guideline for the NQS, November 2017
7. FEMA, National Response Framework, June 2016
8. U.S. Department of Health and Human Services, Centers for Disease Control and Prevention (CDC), Immunization Recommendations for Disaster Responders